

**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2021/57**

TO: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: November 17, 2021
SUBJECT: Letter from Riverside Health Care re: Meals on Wheels

BACKGROUND

At the October 12, 2021 meeting of Council, the letter from Henry Gauthier, President & CEO of Riverside Health Care was referred to the Administration & Finance Executive Committee. Riverside has assumed the management of the Fort Frances Meals on Wheels (MOW) program in Fort Frances. The request is for ongoing financial support to aid in the continued success of the MOW program.

At the October 19 meeting of the Administration & Finance Executive Committee, the Committee requested a budget document from Riverside for this specific program. Attached you will find a comparative summary and then two versions of the budget they have sent for consideration of the grant funding. From this you can see there is a shortfall of over \$11,000. I had requested a year to date financial statement with details for the program since they have been running it for about 4 months, as well I questioned the Administration Fee. The response I received from D. Black, Director of Community Services was "MOW is not currently in a separate functional centre, rather consolidated with other Food Services so we are unable to share GL level data specific to this program. The attached spreadsheet represents a costing analysis prepared by Director of Support Services. It is normal practice to attach an admin fee to all services delivered, as there is always some level of admin required to support programs. The 12% admin fee is well below the typical 25% charged for admin fee at the hospital level."

The Town has \$11,000 in the 2021 budget for the MOW program. At the 2021 budget deliberations we discussed that we would only provide \$5,500 to the Meals on Wheels committee if they were running the program only until the end of June. This amount has been transferred and a refund of \$564.97 was received on October 29, 2021.

In addition, at the last meeting we were discussing a policy which allows us to grant money to those asking for it. I am attaching ***Memberships and Grants Policy 1.16***.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of a Grant in the amount of \$6,064.97 for the 2021 year. In addition, the ***Memberships and Grants Policy 1.16*** will be sent to Riverside Health Care Facilities, so they are fully aware of the requirements if they are to receive or request the Grant in the future.

Council approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to approve a Grant in the amount of \$6,064.97 for the 2021 year to Riverside Health Care Facilities for the Meals on Wheels program. Further the Memberships and Grants Policy 1.16 will be sent to Riverside Health Care Facilities, so they are fully aware of the requirements if they are to receive or request the Grant in the future.